CINCINNATI POLICE DEPARTMENT

STAFF NOTES

Colonel Thomas H. Streicher, Jr., Police Chief
February 18, 2003

1.   **CRIMINAL TRESPASS ARRESTS**

On all criminal trespass arrests, where the basis of the violation is a prior warning, the arresting officer must include on the complaint the name of the officer who issued the warning. In addition, the warning officer's name must be listed on the back of the Form 527, Investigation and Arrest Report, for court notification.

Any questions may be directed to Ernest McAdams, Jr., City Prosector.

2.   **OUTSIDE EMPLOYMENT/EXTENSION OF POLICE SERVICE RATES FOR 2003-2004**

The outside employment/extension of police service rates listed below will be in effect for the duration of the 2003-2004 contract between the Fraternal Order of Police Lodge #69 and the City of Cincinnati.

Outside Employment Rates for 2003-2004

Police Officer/Specialist	$25.00/Hour
Sergeant	$28.00/Hour
Lieutenant	$33.00/Hour
Captain	$38.00/Hour

The increased outside employment/extension of police service rates are a rounded average of the salary rates for 2003-2004.

The rates for supervisors are based on the proposed salary increase for 2003-2004 that was originally agreed upon by the Fraternal Order of Police Lodge #69 and the City of Cincinnati's wage team.

Officers interested in working time and a half outside employment details, scheduled by Detail Coordination Unit (DCU), need to submit an updated Form 668C, Overtime Availability Form, to DCU.

Any questions may be directed to the Detail Coordination Unit at 564-1881.

3.   **PROBLEM-ORIENTED GUIDES FOR POLICE (POP GUIDES)**

The Office of Community Oriented Policing Services is funding a series of Problem-Oriented Guides for Police, or POP Guides. The guides consist of 19 problem-oriented guidebooks that focus on assessing and measuring response strategies. The POP Guides provide law enforcement with problem-specific questions to help identify potential factors and underlying causes of specific problems, identify known responses to each problem, and provide potential measures to assess the effectiveness of problem-solving efforts.

Information Technology Management System has provided a link to the Community Oriented Policing Services' web site on both the Police Department's Intranet and Internet web sites. Officers should utilize this link as a resource for response strategies. On the Intranet the link is titled "Problem Oriented Policing Guides." This same title can be found on the Internet web site under the Community Oriented Policing Area.

If you have trouble connecting to these links notify Information Technology Management Section at 564-2100.

4.   **APPROPRIATE USE OF MOBILE DATA TERMINALS (MDTs) AND REVISION OF PROCEDURE 12.100, DISPATCHING AND USE OF RADIOS AND MOBILE DATA TERMINALS (MDTs)**

Procedure 12.100, Dispatching and Use of Radios and Mobile Data Terminals (MDTs), has been revised. A minor change to the wording has been made in the Policy section. The policy now states "Police Communications Section (PCS) will record and store all transmissions made on the MDT and radio. These transmissions **may** become public record and **may be reviewed** by the public at a later date". All MDT activity, including TO/ messages, is recorded to tape and held to the standards of Procedure 12.100. Periodic inspections will be made of all activity on the MDTs to ensure professionalism.

This revision is effective immediately. Personnel should review Procedure 12.100 in its entirety. The revised procedure is available on the Intranet and on the Department web page at www.cincinnatipolice.org.

12.100 DISPATCHING AND USE OF RADIOS AND MOBILE DATA TERMINALS (MDTs)

Reference:

Standards Manual 2.1.3, 41.2.1, 41.3.7, 61.1.7,
                81.2.4, 81.2.5, 81.3.4
Training Bulletin 69 - Personal Security

Purpose:

Establish a definite guide and procedure for
radio/MDT dispatching and use.

Provide additional security for field personnel who
may stop vehicles for traffic violations.

Provide immediate backup for officers investigating
unusual or suspicious circumstances that place them
in potential or actual danger.

Policy:

Police Department personnel are responsible for
complying with established dispatching procedures.

Information:

Police Communications Section (PCS) will record and
store all transmissions made on the MDT and radio.
These transmissions may become public record and may
be reviewed by the public at a later date. This
includes the electronic mail function of the MDT.
Authorized personnel must use the MDTs and radios
for official police business only.

Procedure:

A. Field Units

    1. PCS will dispatch field units by radio and
        MDT.

        a. Field units are responsible to notify
            PCS of their status and location
            changes.

            1) Units equipped with MDTs will make
                these changes themselves, via MDT,
                whenever possible.

2) If status or location changes cannot be made via MDT, field units will notify their dispatcher, via radio, of the change. The dispatcher will enter the updated information into CAD.

b. Officers will advise PCS of possible volatile self-initiated activity, including traffic stops with the potential for danger, by radio, not MDT.

c. Officers may transmit all nonemergency self-initiated activity, routine traffic stops, and car to car communication by MDT, when possible.

2. When a field unit receives a voice radio dispatch, the officer will:

a. Hit the enroute button on the MDT, acknowledge the dispatch in the prescribed manner, and proceed immediately to the location.

Example: Dispatcher - "Car 1314."

Car 1314 - "1314."

Dispatcher - "Car 1314, Signal 66 at 1323 Vine St."

Car 1314 - "Car 1314, OK."

b. Upon arrival on the scene, notify the dispatcher by radio, using Signal 35, indicating arrival on the scene and press the on scene button on the MDT. The dispatcher will acknowledge the Signal 35.

c. After completion of the call, notify the dispatcher by radio, using Signal 26, and give a disposition clearing the incident. Clear the call from the MDT using the CLR/DSP format.

3. Only the following are acceptable dispositions for clearing a dispatch or incident:

MDT	Voice
ADV	Advised
ARR	Arrest Made
AST	Assisted
CAN	Canceled Call
CIT	Citation Issued
FALS	False Alarm
Fir	FIR Card Made
GOA	Gone On Arrival
HBF	Handled By Fire
HBO	Handled By Other Agency/Dept.
INV	Investigated
NSA	No Such Address
NR	No Report
NTR	Nothing To Report
NV	No Violation
PAS	Premise Appears Secure
REF	Referral Issued
SOW	Sent On Way
TRAN	Transported
TOW	Vehicle Towed
OH	Accident Report
301	Incident Report
303	Motor Vehicle Incident Report
304	Missing Report
305	Complaint Report
311	Incident Closure Report
315	Alarm Response Report
316	Minor Accident or Aided Case Report
316A	Deceased Person Report
317	General Conditions Report
318	Conditions Affecting Other Departments Report
369	Towing Report
506	Personal Crimes Complaint Memorandum
533	Hit skip Supplement Report
534	Field Interview Report
650	First Response Notice
651	Second Response Notice

NOTE: On multiple car dispatches, the disposition is the responsibility of the car assigned to the beat of the incident. If the beat car is not available, the first car dispatched is responsible, or any car dispatched as designated by a field supervisor.

4. Guidelines for use of the MDT

    a. Upon completion of roll call, the field unit must immediately log on the MDT using a specific password.

    b. Thirty minutes after the start of roll call, the shift officer in charge (OIC) will perform incidents pending and unit roster commands to determine if all units have logged on and if there are any incidents being held.

    c. For system security, officers must lock the MDT before leaving the police vehicle unattended.

    d. A unit must Signal 27, giving a location by radio or MDT before running any queries, except for queries on unoccupied vehicles or property.

        1) Before the release of any subject queried, officers must retrieve and view all responses returned to their MDTs in reference to the subject.

    e. Officers must immediately acknowledge all MDT "priority" messages.

        1) PCS will contact, by radio, any unit that does not answer a priority MDT message in a predetermined amount of time.

    f. Officers must not use the MDT when its use may create an unsafe situation, e.g., using the MDT while driving or using the MDT near an unsecured suspect.

        1) Operating the MDT is not a valid excuse for having an accident.

    g. MDT messages to PCS and from PCS must be professional and job related.

    h. Before the end of the shift, the field unit must log off the MDT.

        1) Before logging off, officers must clear any incident by giving a disposition.

2) Field officers will not log off the MDT any sooner than 20 minutes before the end of the shift.

3) After logging off, officers will turn the MDT off.

B. Unit Contact

1. The Computer Aided Dispatch (CAD) system will notify a dispatcher when a unit has been on the scene of a radio run for a predetermined period and has not contacted PCS. The contact time will vary depending on the incident type.

a. The dispatcher will immediately respond to this notification with a unit contact broadcast.

Example:

PCS Dispatcher - "1314, unit contact."

Car 1314   - "1314, OK."

b. If a unit fails to respond to a unit contact broadcast, the PCS dispatcher will immediately start the officer alert process described in Section D. of this procedure.

C. Signal 44 Use

1. When PCS attempts to contact a field unit by radio or MDT, the affected officer will immediately acknowledge receiving the transmission.

a. If the officer fails to acknowledge the transmission after several seconds, the dispatcher will give the unit a Signal 44 by radio.

1) If there is no response, the dispatcher will initiate a second Signal 44 on all channels and send a message to the affected officer's MDT.

2) If there is still no response, PCS will notify the shift OIC.

               a) The shift OIC will investigate the failure to respond and take appropriate corrective action.

     2. When a field unit fails to respond to a transmission and to the Signal 44s, the field supervisor may direct the dispatcher to initiate an "Officer Alert."

D. Officer Alert

     1. When an officer fails to respond to a unit contact or Signal 44 on all channels from PCS, the field supervisor may direct the dispatcher to initiate an "Officer Alert."

         a. PCS may use an all county broadcast (ACB) for an officer alert when the location indicates a county unit may be closer.

         b. When using an alert, the dispatcher will:

             1) Broadcast an "Officer Alert" on all channels stating the location or last known location and current situation.

             2) Request cars in the vicinity to Signal 44.

             3) Select and dispatch two officers to the scene.

         c. The first car on the scene of the alert will notify the dispatcher to cancel the alert or request other necessary actions.

         d. Units designated to respond to an officer alert will respond without delay, but will not use blue lights or siren.

E. Portable Radio and MDT Emergency Button

     1. When an officer needs assistance and cannot transmit by voice, the officer may depress the emergency key on the MDT, or the emergency button on the automatic radio identifier (ARI) equipped portable radios.

a. When activated, the ARI automatically identifies the unit to the dispatcher.

b. PCS maintains an ARI file within the CAD system. This file matches the ARI equipped radio number with the badge number of the officer assigned that radio. The ARI file must be accurate to ensure proper unit identification when depressing the ARI button.

1) Officers will immediately notify a PCS supervisor by telephone with any change in radio assignment.

c. Depressing the MDT emergency key alerts PCS and identifies the MDT and assigned officer(s).

2. When PCS receives an emergency signal, the dispatcher will:

a. Immediately make two attempts to raise the unit by radio with the car number and a Code Red, e.g., "Car 1314 Code Red; Car 1314, Code Red."

1) If the unit responds and states the activation of the emergency button was in error, PCS will take no further action.

2) If the officer responds and indicates the need for assistance, the primary channel will handle the incident as a police officer needs assistance.

b. If there is no response from the officer after calling the car number and Code Red, the dispatcher will immediately send a supervisor and two single units or a two-officer unit to the officer's last known location.

1) If the location of the officer is unknown, the dispatcher will contact the officer's unit supervisor and explain the emergency situation. The unit supervisor will determine how to handle the incident.

2) If PCS receives an emergency signal from an off-duty officer assigned an ARI equipped radio, PCS will try to raise the officer by name and Code Red.

    a) If there is no response, the PCS OIC will immediately notify the off-duty officer's unit of assignment, who will be responsible for locating the officer.

    b) The supervisor of the officer's unit of assignment will notify PCS upon locating the officer.

3. Whenever an officer activates the emergency button on an ARI equipped radio, the officer must turn the radio off and then back on for the ARI to function properly again.

F. Unusual Situations Requiring Backup

1. When police personnel observe an unusual or suspicious circumstance which requires immediate attention and presents a potential for placing the officer's life or safety in jeopardy:

    a. The police officer will request backup by radio.

    Example:

    Field Unit - "Car 1314, send me a backup."

    PCS   - "Car 1314."

    Field Unit - "Car 1314 investigating a male white subject in the alley at 920 Vine St. tampering with a door."

    PCS   - "Copy, Car 1314."

    b. PCS will immediately dispatch another car to cover the investigating officer.

    c. PCS personnel will give immediate attention to requests for backup because of the potential danger to the officer.

        d. A request for backup does not prevent an officer from using an emergency broadcast when the officer feels an emergency situation exists.

  G. Vehicle Stops by Radio

    1. When officers make a traffic stop by radio, they will adhere to the following format:

        Example:

        Field Unit - "Car 1314, traffic stop."

        PCS   -   "Car 1314."

        Field Unit - "Car 1314, 9th and Vine, 123ABC, Ohio, 1995."

        PCS   -   "OK, Car 1314."

    2. The dispatcher will acknowledge the message and immediately perform a query on the vehicle license number.

        a. If there are no wants on the vehicle, PCS will advise "No Wants" and inform if a criminal history or history indicator is present.

            1) The officer will use the MDT for further queries or if the situation dictates, officers may make further queries by radio.

        b. If a hit is returned on the license plate query, PCS will inform the officer by a "Signal 30X." A Signal 30X designates an unverified want on the vehicle or possibly an occupant. PCS will give the letter F (felony), M (misdemeanor), T (traffic), or V (vehicle) along with any other available pertinent information.

            1) If the dispatcher receives a wanted hit and the unit requesting is a single officer unit, PCS will dispatch an additional police unit to meet the officer.

            2) If the original unit is a two person unit, PCS will not send an additional unit unless requested.

        3)   The officer will take necessary action to ensure officer safety and then run the appropriate queries on the MDT.

        4)   Officers may use discretion on traffic stops by making them with the MDT or the radio.

            a)   If at any time during the traffic stop, transmitted via the MDT, the officer perceives any type of threat, the officer will use the radio to advise PCS and other officers of the situation.

H.   Computer Hit - Signal 30

    1.   If an officer has a Signal 30 return on a subject from a query run on the MDT:

        a.   The CAD system will automatically alert the PCS operator only if the officer is assigned to an incident or traffic stop at the time the query is run, and only on hit responses from RCIC.

            1)   If the officer receives a hit from LEADS or NCIC, a message is not generated to the dispatcher. The officer must notify the dispatcher of the "hit" alert by radio, if necessary.

        b.   When PCS receives a "hit" alert, they will contact the officer and advise Signal 30.

        c.   PCS will dispatch an additional unit to the location of a one officer unit, unless the officer advises backup is not necessary.

        d.   If the original unit is a two person unit, PCS will not send an additional unit unless requested.

e. If the wanted return requires verification for a physical arrest, the officer will take necessary action to ensure officer safety. The officer will then request Channel 8 for a wanted person verification.

   1) Once on Channel 8, the officer will request wanted person verification from PCS.

   2) PCS will instruct the officer to go ahead. The officer will then give the subject's name and control number.

   3) PCS will then contact the Hamilton County Central Warrant Processing Unit (CWPU) to determine whether the warrant or capias is still valid.

   4) If the want is still valid, PCS will give the officer the case number, charges, bond, and verifying officer's name at CWPU.

f. If the outstanding want does not require verification, the officer will issue the warrant service on a Form 314, Notice to Appear citation.

   1) Citable warrants or capiases do not require verification.

g. Upon request by the field unit, PCS will route the computer hit information to the Justice Center Intake for the officer's review. The location of this computer terminal is in the booking area of the Justice Center. The terminal mnemonic is IACJ.

h. If officers need additional information from CWPU, they should contact them by telephone.

I.   History Indicator

    1.   If an officer processes a query history wants (QHW) on a subject arrested for specific offenses, as entered by UCR coding procedures, or if the subject is a potential hazard to police, the computer will indicate this and alert the MDT operator. The following offenses and conditions will prompt a history indicator to appear:

        a.   Assault on a police officer

        b.   Resisting arrest

        c.   Carrying a concealed weapon

        d.   Aggravated/felonious assault

        e.   General conditions - threats on a police officer

        f.   Any felony warrant/capias or any temporary warrant

J.   Use of the Alcohol, Tobacco, and Firearms (ATF) Violent Offender File

    1.   The ATF Violent Offender File returns warnings about a queried individual with a record in the file.

    2.   When an ATF "hit" occurs, the queried individual has three or more convictions for violent felonies or serious drug offenses.

    3.   Subjects who generate this indicator and possess a firearm are in violation of Title 18, United States Code, Section 924(e)(1).

        a.   Officers who wish to initiate a Title 18 prosecution will contact the ATF. An agent will respond to place the federal charges.

K.   Mutual Aid Frequency

    1.   Police personnel requesting use of the mutual aid channel will notify PCS by radio or telephone advising the following information before switching:

   a. Police agency requested on Channel 6

   b. Reason for the request

   c. Car numbers of all Cincinnati police units involved in the Channel 6 operation

  2. PCS personnel will:

   a. Notify the requested agency dispatcher of the Cincinnati unit car number and obtain the car number of that agency's unit switching to Channel 6.

   b. Notify the affected Cincinnati unit.

  3. Upon completion, the Cincinnati units will return to their normal operating channel and advise PCS of their status.

  4. Other Hamilton County police units equipped with MDTs can be contacted for car to car messages using the MDT.